
U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of the Legal Adviser

A-23-001-01a **Legal Adviser's Files**

Description: a. Subject Files. Telegrams, memorandums, reports, notes and other documentation on subjects of relevance or interest to the Legal Adviser. Arranged by subject.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 1a **Date Edited:** 4/1/1999

A-23-001-01b **Legal Adviser's Files**

Description: b. Chronological Files. Extra copies of outgoing documents filed chronologically.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 1b **Date Edited:** 4/1/1999

A-23-001-02a **Principal Deputy and Deputy Legal Advisers' Files**

Description: a. Subject Files. Telegrams, memorandums, reports, notes, correspondence and other documentation on subjects of relevance or of interest to incumbent.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principals for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 2a **Date Edited:** 4/1/1999

A-23-001-02b **Principal Deputy and Deputy Legal Advisers' Files**

Description: b. Chronological Files. Chronological arrangement of copies of all documents signed by incumbent. These documents do not necessarily duplicate the subject files.

Disposition: Permanent. Retire to RSC 1 year after end of tenure of principal for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after end of tenure of principal.

DispAuthNo: N1-59-95-11, item 2b **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Buildings and Acquisitions

A-23-002-01 Litigation Case Files - Arranged by name of claimant and court case number

Description: Memorandums, correspondence, reports to courts, contracting officers' decisions, proposals, bid protests and other documentation relating to litigation by or against U.S. involving acquisition, construction and management of foreign property.

Disposition: Retire to RSC 6 months after close of case and the appeal date has passed.
Destroy 6 years and 3 months after close of case and the appeal date has passed.

DispAuthNo: N1-59-95-11, item 5 **Date Edited:** 4/1/1999

A-23-002-02 Contract Claims Files - Arranged by name and contract claim number

Description: Correspondence, memorandums, reports, copies of contracts and other documents relating to the negotiation and settlement of contract cases.

Disposition: Retire to RSC 6 months after settlement of case. Destroy 6 years after settlement of the case.

DispAuthNo: N1-59-95-11, item 6 **Date Edited:** 4/1/1999

A-23-002-03 Subject Files

Description: Working files containing miscellaneous correspondence, memorandums, and other documentation accumulated while servicing client bureaus relating to acquisition and management of foreign property.

Disposition: Destroy as space requirements and frequency of use dictate. Send unique documents to the office of record, i.e. FBO, OPR, etc.

DispAuthNo: N1-59-95-11, item 7 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Board of Appellate Review

A-23-003-01	Decisions of the Board of Appellate Review		
Description:	Copies of Board Decisions arranged in alphabetical order by appellate. No correspondence is included. Includes full set and published opinions.		
Disposition:	Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.		
DispAuthNo:	N1-59-95-11, item 8	Date Edited:	4/1/1999
A-23-003-02	Transcripts of Hearings		
Description:			
Disposition:	Destroy when 2 years old.		
DispAuthNo:	N1-59-95-11, item 9	Date Edited:	4/1/1999
A-23-003-03a	Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material		
Description:	a. Historical Files. Records relating to the establishment, organization, work, activities, and authorities of the board and predecessor organizations.		
Disposition:	Permanent. Upon dissolution of Board, retire to RSC for immediate transfer to the National Archives.		
DispAuthNo:	N1-59-95-11, item 10a	Date Edited:	4/1/1999
A-23-003-03b	Subject Files - Memorandums, opinions, letters to appellates, the Legal Adviser, L/CA, informing of decisions, organizational documentation, and other material		
Description:	b. All other records.		
Disposition:	Destroy as space requirements and frequency of use dictate.		
DispAuthNo:	N1-59-95-11, item 10b	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of the Executive Director**A-23-004-01 Management Analysis Files**

Description: Subject files used to do special analytical projects such as workload analysis, efficiency studies, monitoring of staffing patterns, employment projections; other special projects, including internal control liaison and liaison with the Office of Inspector General. Copies of OIG inspection reports and correspondence regarding compliance, memorandums, staffing patterns, requisitions, and other reports and correspondence.

Disposition: Destroy when no longer needed for operational purposes.

DispAuthNo: N1-59-95-11, item 11

Date Edited: 4/1/1999

A-23-004-02 Recruitment Files

Description: Resumes, transcripts and reviews of resumes arranged in alphabetical order.

Disposition: Destroy when 3 years old.

DispAuthNo: GRS 1, item 15

Date Edited: 4/1/1999

A-23-004-03 Special Projects and Reports Financial Files

Description: Purchase orders, public vouchers, obligations documents, memorandums and other documents relating to special projects and reports in the bureau, such as the Protective Fisherman's Fund, the Victory Van US-Iranian Claim, Law Digest and Relocation of SA-9, etc.

Disposition: Destroy when no longer needed for operational purposes.

DispAuthNo: N1-59-95-11, item 13

Date Edited: 4/1/1999

A-23-004-04 Opinions and Reports of the Examiner of Claims, the Solicitor, and the Legal Adviser, 1865-1950

Description: Arranged chronologically in bound volumes entitled Opinions and Reports of the Examiner of Claims; Opinions and Reports of the Solicitor; Opinions of the Legal Adviser. Written reports and opinions of the Department's legal counsel.

Disposition: Permanent. Retire to RSC after having been installed on CD-ROM server for immediate transfer to the National Archives.

DispAuthNo: N1-59-95-11, item 14

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-005-04a	Secretary of State Briefing Books
Description:	Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements. a. Record Copy.
Disposition:	Permanent. Retire to RSC 1 year after conclusion of agreement. Transfer to the WNRC immediately thereafter. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 18a
Date Edited:	4/1/1999
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A-23-005-04b	Secretary of State Briefing Books
Description:	Books prepared for the use of the Secretary of State and Office of the Secretary at multilateral meetings and conferences, containing copies of key international documents and other papers required for the negotiation of international agreements. b. Extra Copies.
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-59-95-11, item 18b
Date Edited:	4/1/1999
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A-23-005-05a	General Background/Briefing Books
Description:	Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions. a. Master Copy.
Disposition:	Permanent. Retire to the RSC when 3 years old for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 19a
Date Edited:	4/1/1999
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U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-005-05b **General Background/Briefing Books**

Description: Books prepared for bilateral, multilateral, and interagency meetings and conferences, containing meeting agendas, delegation lists, intelligence reports, policy and position papers, and reference material documenting U.S. policy positions.

b. Extra Copies.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-95-11, item 19b

Date Edited: 4/1/1999

Office of Consular Affairs

A-23-006-01a **Litigation Case Files - Arranged by name of litigant and case number**

Description: Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.

a. Precedent Cases.

Disposition: Permanent. Retire to the RSC 1 year after close of case for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives 30 years after close of case.

DispAuthNo: N1-59-95-11, item 20a

Date Edited: 4/1/1999

A-23-006-01b **Litigation Case Files - Arranged by name of litigant and case number**

Description: Legal briefs and other court documents, copies of legislation, memorandums, telegrams, correspondence, and other documentation relating to litigation involving consular affairs.

b. Non-Precedent Cases.

Disposition: Retire to RSC when 1 year old. Destroy when 2 years old.

DispAuthNo: N1-59-95-11, item 20b

Date Edited: 4/1/1999

A-23-006-02 **Subject Files**

Description: Memorandums, telegrams, correspondence, legal documents and other documentation pertaining to consular affairs, including international agreements.

Disposition: Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 21

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of International Claims and Investment Disputes**A-23-007-01a** **Iraq/U.S. Claims Files**

Description: a. Subject Files. Files on general subject matters relating to a variety of claims and their settlement, including awards and presentation of claims before the U.N. Compensation Commission set up to handle these claims. Telegrams, correspondence, memorandums, policy and issue papers, legal positions and other related documentation.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-76-95-03, item1a **Date Edited:** 4/1/1999

A-23-007-01b **Iraq/U.S. Claims Files**

Description: b. Claims Files. Individual corporation and government claims filed before the U.N. Compensation Commission against Iraq. Claim form and supporting documentation. Arranged in alphabetical order by type of case and then by name of case. There is an accompanying database.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-3, item 1b **Date Edited:** 4/1/1999

A-23-007-01c **Iraq/U.S. Claims Files**

Description: c. Iraqi Claims Database. Pace software dependent database used to trace claims from inception through adjudication and payment of awards. Contains pertinent information about claims.

Disposition: Disposition not approved. Do not destroy. Cut off files on termination of UN Compensation Commission and retire to RSC. Notify NARA so that final appraisal may be undertaken.

DispAuthNo: N1-76-95-3, item 1c **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-007-02a	U.S./Iran Claims Tribunal Files		
Description:	a. Central Subject Files. Memorandums, background information, correspondence, forms, copies of congressionals and hearings, diplomatic notes, press clippings, telegrams, court proceedings and other documents relating to claims and arbitration before the Tribunal.		
Disposition:	Permanent. Retire to RSC 1 year after closure of the Tribunal for eventual transfer to the WNRC. Transfer to the National Archives 5 years after closure of the Tribunal.		
DispAuthNo:	N1-76-95-2, item 1a	Date Edited:	4/1/1999
A-23-007-02b	U.S./Iran Claims Tribunal Files		
Description:	b. Small Claims. Settled claims arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents -- orders, etc., copy of claim, correspondence between claimant and Department, and court documents. Copies of documentation furnished to Foreign Claims Settlement Commission.		
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.		
DispAuthNo:	N1-76-95-2, item 1b	Date Edited:	4/1/1999
A-23-007-02c	U.S./Iran Claims Tribunal Files		
Description:	c. Large Claims. Arranged in numerical order with an alphabetical and numerical index. Consists of Tribunal documents, legal opinions, order, etc., correspondence between the Department and claimant's attorneys along with claimant's response and exhibits.		
Disposition:	Disposition not approved. Do not destroy. Cut off files on termination of Iran-United States Claims Tribunal and retire to RSC. Notify NARA so that final appraisal may be undertaken.		
DispAuthNo:	N1-76-95-2, item 1c	Date Edited:	4/1/1999
A-23-007-02d	U.S./Iran Claims Tribunal Files		
Description:	d. Iran/U.S. Tribunal Decisions. Bound volumes of decisions.		
Disposition:	Permanent. Retire to the RSC as space requirements and frequency of use dictate for eventual transfer to the National Archives.		
DispAuthNo:	N1-76-95-2, item 1d	Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-007-03 U.S./Iran Claims Tribunal

Description: Documents of Evidence (source documentation). Commercial and technical documents collected from the Department of State, Department of Justice, and the Department of Defense to be used as hard evidence in support of large claims. Packing lists, bills of lading, etc., covering the date range of 1976 to present.

Disposition: Return to the source of documents or destroy when no longer needed. Material selected as claims exhibits should be filed with claims files.

DispAuthNo: N1-76-96-2, item 1 **Date Edited:** 4/1/1999

A-23-007-04 Legal Bureau Correspondence Control (LX)

Description: On-line information system which serves as a register of claims against Iran submitted by United States citizens between April 1981 and approximately April 1982, which were handled by the bureau. Data includes a sequential claim identification number, date of claim, name of attorney, type of claim, amount, and the action status of the claim.

Disposition: Disposable. Destroy when active agency use ceases.

DispAuthNo: NC1-59-83-4, item 18 **Date Edited:** 4/1/1999

A-23-007-05 Country Claims Files - Arranged by country and thereunder by subject or case

Description: Claims of U.S. nationals against foreign governments relating to confiscation, breach of contract, denial of justice, war damage, mob violence and wrongful death, etc. Includes claim, telegrams, correspondence between the Department and the claimant along with documentary evidence as may be necessary to substantiate claim.

Disposition: Retire to RSC 5 years after resolution of claim for transfer to the Washington National Records Center (WNRC). Destroy 20 years after resolution of claim.

DispAuthNo: N1-59-95-11, item 22 **Date Edited:** 4/1/1999

A-23-007-06 Subject Claims files

Description: Memorandums, correspondence, reports, telegrams, research material, and other documentation relating to claims but not to specific claims against specific countries. Arranged by general subject.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 15 years old.

DispAuthNo: N1-59-95-11, item 23 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-007-07a **Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury and wrongful death**

Description: a. Administrative Claims.

Disposition: Retire to RSC 1 year after resolution of case. Transfer to the WNRC 5 years later. Destroy 10 years after resolution of case.

DispAuthNo: N1-59-95-11, item 24a **Date Edited:** 4/1/1999

A-23-007-07b **Tort Claims Files - Civil claims for negligent acts of Department of State employees under the Federal Tort Claims Act and the Act of August of 1956 relating to property damage, personal injury, and wrongful death**

Description: b. Litigation Files.

Disposition: Retire to RSC 1 year after close of case. Transfer to WRNC 5 years later. Destroy 20 years after close of case.

DispAuthNo: N1-59-95-11, item 24b **Date Edited:** 4/1/1999

A-23-007-08 **Nairobi Bombing Claims Forms (SF-95)**

Description: Files of SF-95; Claim for Damage, Injury, or Death, resulting from the terrorist bombing of the U.S. Embassy in Nairobi, Kenya. Arranged numerically.

Includes, but not limited to Lot 02D295 and 02D297.

Disposition: TEMPORARY: Retire to records holding facility. Destroy when 20 years old.

Note: This schedule does not cover the individual claims files relating to these claims.

DispAuthNo: N1-59-03-09, item 1 **Date Edited:** 2/3/2004

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Ethics and Personnel

A-23-010-01a(1)	Case Files - Arranged by name of individual and case number
Description:	Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. a. Litigation Cases. (1) Civil Service Employees.
Disposition:	Retire to RSC 1 year after resolution of case. Destroy 5 years after final resolution of case.
DispAuthNo:	N1-59-95-11, item 29a(1)
Date Edited:	4/1/1999
A-23-010-01a(2)	Case Files - Arranged by name of individual and case number
Description:	Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. a. Litigation Cases. (2) Foreign Service Employees.
Disposition:	Retire to RSC 1 year after resolution of case for transfer to WNRC. Destroy 10 years after final resolution of case.
DispAuthNo:	N1-59-95-11, item 29a(2)
Date Edited:	4/1/1999
A-23-010-01b(1)	Case Files - Arranged by name of individual and case number
Description:	Memorandums, articles, court documents, correspondence, legal briefs and other legal documents, handwritten notes, notices and circulars, rules, legislation, telegrams, newspaper clippings and other documentation accumulated while providing advice or in support of litigation brought against the Department. b. EEOC Complaint Cases. (1) Civil Service Employees.
Disposition:	Retire to RSC 6 months after close of case. Destroy 4 years after case is closed.
DispAuthNo:	N1-59-95-11, item 1b(1)
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-010-04a	Nominations Files - Arranged overall by type of nominee and thereunder by name of nominee
Description:	Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above. a. Confirmed Nominees.
Disposition:	Retire to RSC 2 years after confirmation. Destroy 6 years after confirmation.
DispAuthNo:	N1-59-95-11, item 32a
Date Edited:	4/1/1999

A-23-010-04b	Nominations Files - Arranged overall by type of nominee and thereunder by name of nominee
Description:	Nomination papers (SF-278) and White House Personal Data Statement, campaign contribution forms, SFRC questionnaires, financial disclosure reports, correspondence, memorandums, instructions and other documentation relating to nominations for Ambassadors to foreign countries, U.S. representatives to delegations of international organizations and Senate confirmed nominees at the level of Assistant Secretary and above. b. Unconfirmed Nominees.
Disposition:	Destroy 1 year after nominee is withdrawn.
DispAuthNo:	N1-59-95-11, item 32b
Date Edited:	4/1/1999

A-23-010-05	Nominations Summary Log
Description:	A ledger used as a tracking record from beginning of nomination to confirmation or non-confirmation.
Disposition:	Destroy 6 years after last entry in log.
DispAuthNo:	N1-59-95-11, item 33
Date Edited:	4/1/1999

A-23-010-06	Pre-employment Clearance Files - Arranged in chronological order by month
Description:	Memorandums, position descriptions, financial disclosure reports and other background material and other documents used to obtain pre-employment clearances for individuals prior to filling covered positions as required by the Ethics Government Act and Ethics Reform Act.
Disposition:	Retire to RSC when 3 years old. Destroy when 6 years old.
DispAuthNo:	N1-59-95-11, item 34
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-010-07a**Garnishment/Bankruptcy Files****Description:** Memorandums, handwritten notes, letters, regulations, telegrams relating to writs of attachments, garnishment orders for child support and bankruptcy deductions.

a. Case Files.

Disposition: Destroy 3 years after garnishment is terminated or after all obligations are resolved in bankruptcy cases.**DispAuthNo:** GRS 2, item 18**Date Edited:** 4/1/1999**A-23-010-07b****Garnishment/Bankruptcy Files - Memorandums, handwritten notes, letters, regulations, telegrams relating to writs of attachments, garnishment orders for child support and bankruptcy deductions****Description:** b. Subject Files.**Disposition:** Block files by year. Retire to RSC when 5 years old. Destroy when 7 years old.**DispAuthNo:** N1-59-95-11, item 35b**Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Human Rights and Refugees

A-23-011-01a **Program Files - Arranged by subject**

Description: a. Subject Files. Correspondence, memorandums, handwritten notes, copies of rules, regulations, cables, UNHCR documents, congressional documents, reports, statements/speeches, facsimiles, articles and other documentation relating to legal issues concerning human rights and refugees.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 36a **Date Edited:** 4/1/1999

A-23-011-01b **Program Files - Arranged alphabetically by country**

Description: b. Country Files. Reports, articles, cables, correspondence and other documentation related to legal issues and specific countries.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 36b **Date Edited:** 4/1/1999

A-23-011-01c **Program Files - Arranged by case name and number**

Description: c. Litigation Case Files. Handwritten notes, pleadings, legal opinions, briefs and other legal documents pertaining to litigation brought by or against the Department relating to human rights and refugee issues.

Disposition: Permanent. Maintain in active and inactive blocks. Retire inactive cases to RSC 1 year after case is closed. Transfer to WNRC 5 years after case is closed. Transfer to the National Archives 30 years after close of case.

DispAuthNo: N1-59-95-11, item 36c **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Law Enforcement and Intelligence

A-23-012-01a **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

 a. Precedent and Historical Cases.

Disposition: Permanent. Retire to RSC 2-years after case is closed. Transfer to WNRC 10-years after case is closed. Transfer to the National Archives 30-years after case is closed.

DispAuthNo: N1-59-00-06, item 1a **Date Edited:** 7/29/1999

A-23-012-01b(1) **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

 b. Non-precedent and non-historical cases.

 (1) Recordkeeping copy

Disposition: Retire to the RSC two years after the case is closed for transfer to a records storage facility. Destroy 20-years after case is closed.

DispAuthNo: N1-59-00-06, item 1b(1) **Date Edited:** 7/29/2002

A-23-012-01b(2) **Extradition Case Files**

Description: Dossiers documenting U.S. and foreign extradition requests of fugitives to be tried for crimes committed in the United States or in foreign countries.

 (2) Electronic Copies created on electronic mail and word processing systems.

Disposition: Delete after recordkeeping copy has been produced.

DispAuthNo: N1-59-00-06, item 1b(2) **Date Edited:** 7/29/2002

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-012-02a	Extradition Card File and Computer Database.
Description:	Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases. a. Card Files.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-95-11, item 38a
Date Edited:	4/1/1999

A-23-012-02b	Extradition Card File and Computer Database - Card file and computer database used to track extradition cases, gather statistics, do analyses, respond to FOIA requests and from time to time to refer to and cite previous cases
Description:	b. Computer Database File. Software dependent database compiled with information extracted from case files used to track status of cases. Also used to do analyses and statistical reports.
Disposition:	Delete information in database when no longer needed.
DispAuthNo:	N1-59-95-11, item 38b
Date Edited:	4/1/1999

A-23-012-03	General Extradition Subject Files
Description:	Telegrams, memorandums, reports, handwritten notes, circulars and regulations, copies of legislation, background information, correspondence between the Department of State and the Department of Justice, copies of hearings and other documentation relating to extradition matters.
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 39
Date Edited:	4/1/1999

A-23-012-04	Extradition Chronological Files
Description:	Copies of diplomatic notes, surrender warrants and declarations arranged chronologically. Has maintained a complete record to be used for reference and research purposes.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-95-11, item 40
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-012-05	Extradition Country Files - Arranged in alphabetical order by country
Description:	Telegrams, diplomatic notes, correspondence, memorandums and other documentation relating to extradition issues that are country specific.
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 41
Date Edited:	4/1/1999
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A-23-012-06	Subject and Country Files (Attorney-Advisers' Files)
Description:	Telegrams, memorandums, reports, correspondence, policy papers and directives, notes, chits, drafts, e-mail, documents, and other material relating to all matters dealt with by L/LEI. Subjects include international law enforcement issues, extradition matters, narcotic matters, intelligence coordination and oversight, counter-terrorism, Mutual Legal Assistance Treaties (MLATs), war criminality, interagency intelligence liaison, intelligence activities, and other related activities.
Disposition:	Permanent. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 42
Date Edited:	4/1/1999
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A-23-012-07a	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases
Description:	a. Precedent and Historical Cases.
Disposition:	Permanent. Retire to RSC 2 years after the case is closed. Transfer to WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.
DispAuthNo:	N1-59-95-11, item 43a
Date Edited:	4/1/1999
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A-23-012-07b	Litigation Case Files - Court documents, telegrams, memorandums, research and reference material, legislation histories, exhibits and other documentation relating to specific cases
Description:	b. Non-Precedent and Non-Historical Cases.
Disposition:	Retire to RSC 2 years after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.
DispAuthNo:	N1-59-95-11, item 43b
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Legislation and General Management

A-23-013-01 **Subject Files**

Description: Copies of legislation, rules, circulars, notices and regulations, correspondence, telegrams, memoranda, articles, legislative histories, legal briefs and other legal documents, policy statements, press releases, and other documentation that the Office of Legislation and General Management accumulates while providing advice and support to client bureaus.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 44 **Date Edited:** 4/1/1999

A-23-013-02 **Litigation Case Files - Arranged by case name and number**

Description: Depositions, legal briefs and other legal documents pertaining to litigation brought by or against the Department relating to the Freedom of Information Act and Privacy Act.

Disposition: Maintain in active/inactive series. Retire inactive cases to RSC 1 year after case is closed for transfer to the WNRC. Destroy 10 years after case is closed.

DispAuthNo: N1-59-95-11, item 45 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Oceans, International Environmental and Scientific Affairs**A-23-014-01 Subject Files**

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of legislation, copies of agreements and treaties, court documents and other documentation used in rendering legal advice and assistance in the negotiation, drafting, application and interpretation of international agreements, and coordinating other legal activities related to oceans, international environmental and scientific affairs.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 46 **Date Edited:** 4/1/1999

A-23-014-02 Country Files

Description: Telegrams, memorandums, position papers, background information, correspondence, copies of treaties and agreements, court documents pertaining to and arranged by specific countries.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 47 **Date Edited:** 4/1/1999

A-23-014-03 Court Documents (separate collection).

Description: Court documents and briefs cited in court cases maintained as a separate collection. Does not include briefs interfiled with other documents.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-95-11, item 48 **Date Edited:** 4/1/1999

Reserved**A-23-015-000 RESERVED.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 7/29/2002

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Diplomatic Law and Litigation

A-23-017-01	Litigation Case Files - Arranged by country
Description:	Memorandums, correspondence, cables, notes, facsimiles, court decisions and other documents relating to litigation involving an Embassy or Foreign Service National employee.
Disposition:	Retire to RSC 10 years after the close of case for transfer to the Washington National Records Center (WNRC). Destroy 20 years after close of case.
DispAuthNo:	N1-59-95-11, item 54
Date Edited:	4/1/1999
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A-23-017-02	Foreign Litigation Case Files
Description:	Memorandums, correspondence, cables, handwritten notes, copies of reference material and other documentation relating to foreign sovereignty and immunity cases against the United States, U.S. corporations and individuals.
Disposition:	Retire to RSC 5 years after close of case. Destroy 10 years after close of case.
DispAuthNo:	N1-59-95-11, item 55
Date Edited:	4/1/1999
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A-23-017-03	Privileges and Immunities Files - Arranged by subject and thereunder by country
Description:	Cables, correspondence, memorandums, diplomatic notes, facsimiles, copies of international agreements and other documentation relating to diplomatic immunities of foreign diplomats and accompanying issues. Included are the dependent employment files.
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 56
Date Edited:	4/1/1999
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A-23-017-04	Foreign Missions Act Files - Arranged by subject and/or issue
Description:	Cables, memos, correspondence, handwritten notes, facsimiles and other documentation relating to the Foreign Missions Act. Included are rules and regulations for Foreign Missions and the diplomats connected thereto and issues concerning reciprocity.
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 57
Date Edited:	4/1/1999
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U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-017-05 Diplomatic Tax Files

Description: Diplomatic notes and cables relating to a variety of tax issues involving foreign missions and diplomats in the U.S. and American missions and personnel abroad.

Disposition: Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Destroy when 10 years old.

DispAuthNo: N1-59-95-11, item 58

Date Edited: 4/1/1999

A-23-017-06 Foreign Heads of State Immunity Files - Arranged by name of foreign head of state or subject

Description: Decisions, talking points, court documents, transcripts, memorandums, correspondence and other documentation relating to litigation involving foreign heads of state.

Disposition: Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 59

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Office of Treaty Affairs

A-23-018-01	Original Treaties and Agreements in Force - Arranged in numerical order by TIAS (publication) number
Description:	Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication, if applicable. Included are classified treaties which are not published. Recordkeeping medium is paper.
Disposition:	PERMANENT. Retire to RSC for immediate transfer to National Archives as volume warrants. (Supersedes N1-59-95-11, item 60).
DispAuthNo:	N1-059-07-12, item 1
Date Edited:	11/12/2008
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A-23-018-02	Original Agreements Not Published - Arranged by subject and date
Description:	Original agreements that are not published. Record keeping medium is paper.
Disposition:	PERMANENT. Retire to RSC for immediate transfer to National Archives as volume warrants.
DispAuthNo:	N1-059-07-12, item 2
Date Edited:	11/12/2008
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A-23-018-03	TIAS Publications Documentation
Description:	Correspondence, documents, galleys, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).
Disposition:	TEMPORARY. Destroy 1 year after publication. (Supersedes N1-59-95-11, item 61).
DispAuthNo:	N1-059-07-12, item 3
Date Edited:	11/12/2008
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A-23-018-04	Vital Records
Description:	Consist of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties in Force yearly publications and Slip Laws (Public Law) deposited at relocation site.
Disposition:	TEMPORARY. Retain at relocation site until notified by L/T. (Supersedes N1-59-95-11, item 62).
DispAuthNo:	N1-059-07-12, item 4
Date Edited:	11/12/2008
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U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-018-05	Treaty and Agreement Background Files- Arranged by subject
Description:	Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airmgrams and dispatches; memoranda and other official correspondence of background interest. Recordkeeping medium is paper.
Disposition:	PERMANENT. Retire to RSC 5 years after termination of agreement for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement. (Supersedes N1-59-95-11, item 63).
DispAuthNo:	N1-059-07-12, item 5
Date Edited:	11/12/2008
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A-23-018-06	Treaty and Agreement Index Card File
Description:	Used with treaty background files. Abstracts containing vital information relating to treaties, i.e. where signed, date of entry into force, duration, amendments, extensions, etc., termination dates and action, legal basis, etc. Use of the card file ended c. 2004. Recordkeeping medium is paper.
Disposition:	PERMANENT. Retain in L/T until automated; then retire to RSC for transfer to the National Archives in 2010. (Supersedes N1-59-95-11, item 64).
DispAuthNo:	N1-059-07-12, item 6
Date Edited:	11/12/2008
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A-23-018-07	Treaty and Agreement Negotiating Files - Arranged by subject
Description:	Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest. Recordkeeping medium is paper.
Disposition:	PERMANENT. When treaty or agreement has been concluded, remove and place in treaty background file or retire as a separate collection. Retire to RSC 5 years after termination of agreement or as volume warrants for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement. (Supersedes N1-59-95-11, item 65).
DispAuthNo:	N1-059-07-12, item 7
Date Edited:	11/12/2008
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U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-018-08 **Agreements between countries in which the U.S. is not a participant (Bilateral and Multilateral)**

Description: Copies of text and related background information on multilateral agreements between multiple countries of which the U.S. is not a participant. Copies of the agreements, telegrams, airgrams, dispatches and other related correspondence of background interest. Recordkeeping medium is paper.

Disposition: PERMANENT. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old. (Supersedes N1-59-95-11, item 66).

DispAuthNo: N1-059-07-12, item 8 **Date Edited:** 11/12/2008

A-23-018-09 **Treaty and Agreement Log Books**

Description: Log of all treaties and agreements which it received. The log includes the following information: date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number (when appropriate). Recordkeeping medium is paper.

Disposition: PERMANENT. When no longer needed, transfer to the National Archives. (Supersedes N1-59-95-11, item 67).

DispAuthNo: N1-059-07-12, item 9 **Date Edited:** 11/12/2008

A-23-018-10 **Circular 175 Logs**

Description: Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.

Disposition: TEMPORARY. Destroy when no longer needed. (Supersedes N1-59-95-11, item 68).

DispAuthNo: N1-059-07-12, item 10 **Date Edited:** 11/12/2008

A-23-018-11 **Circular 175 Memorandum**

Description: Copies of action memorandum to Department principals recommending authorization to negotiate and/or conclude international agreements. (Master copy maintained as part of Treaty and Agreement Background Files.)

Disposition: TEMPORARY. Retain in L/T as reference. Destroy when no longer needed. (Supersedes N1-59-95-11, item 69).

DispAuthNo: N1-059-07-12, item 11 **Date Edited:** 11/12/2008

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-018-12 Central Subject Matter Files (General Treaty and Agreement Information Files)

Description: Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters. Recordkeeping medium is paper.

Disposition: PERMANENT. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old. (Supersedes N1-59-95-11, item 70).

DispAuthNo: N1-059-07-12, item 12 **Date Edited:** 11/12/2008

A-23-018-13 Treaties in Force Publication

Description: Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.

Disposition: TEMPORARY. Destroy when superseded. (Supersedes N1-59-95-11, item 71).

DispAuthNo: N1-059-07-12, item 13 **Date Edited:** 11/12/2008

A-23-018-14 Depository Documentation: Individual Country Files

Description: Treaties for which the United States is a depository, individual country files for states that ratify/sign- including original full power documents, instruments of ratification, and any related documentation (telegrams, faxes, and correspondence). Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to the National Archives as volume warrants.

DispAuthNo: N1-059-07-12, item 14 **Date Edited:** 11/12/2008

A-23-018-15 Depository Documentation: Original Treaties

Description: Originals of treaties for which the United States is a depository. Recordkeeping medium is paper.

Disposition: PERMANENT. Once no longer needed for signature, transfer to the National Archives.

DispAuthNo: N1-059-07-12, item 15 **Date Edited:** 11/12/2008

A-23-018-16 UN Registration Files and Documentation

Description: Correspondence, documents, treaty slips regarding the registration of treaties and agreements at the United Nations. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

DispAuthNo: N1-059-07-12, item 16 **Date Edited:** 11/12/2008

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-019-01b(2)	Program File - Organized by subject/country and thereunder broken down by secondary subject, organization or meeting, convention, case, international law, agreement, etc.
Description:	Documents legal advice and support to the various bureaus in the Department with regard to issues and problems relating to U.S. participation in the United Nations, its specialized agencies and other international organizations. Telegrams, UN documents, memorandums, newspaper clippings, airgrams, press releases and guidance, correspondence, copies of speeches, facsimiles, position papers, reports and other documents. b. Case Files. (2) All Other Cases.
Disposition:	Retire to RSC one year after close of case. Destroy 10 years after close of case.
DispAuthNo:	N1-59-95-11, item 72b(2) Date Edited: 4/1/1999
A-23-019-02	Advisory Committee on International Law
Description:	The records are by meeting in addition to some general files about the committee. The files consist of minutes, annual reports, agendas, correspondence, memorandums, drafts, and other material relating to the establishment and work of the Committee.
Disposition:	Permanent. Retire to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-11, item 73 Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

General

A-23-020-01	Chronological Files (Covers all offices except F.O. principals and L/LEI chrons)		
Description:	Extra copies of outgoing communications of all types arranged chronologically. The official record copy of the communications are filed elsewhere by subject or case.		
Disposition:	Destroy when 1 year old, or when no longer needed, whichever is sooner. If records in the Chronological Files are NOT extra copies of documents, they have the same disposition as that component's Program, Subject, or Country Files as noted elsewhere in this schedule.		
DispAuthNo:	N1-59-95-11, item 74	Date Edited:	4/1/1999
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A-23-020-02	Office Administrative Files (Supervisor/Director)		
Description:	Records relating to the internal administration or housekeeping activities of the office. These files relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records, supplies, training, etc.		
Disposition:	Destroy when 2 years old, or when no longer needed, whichever is sooner.		
DispAuthNo:	GRS 23, item 1	Date Edited:	4/1/1999
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A-23-020-03	Security and Safety Files (General)		
Description:	Documents pertaining to general security and safety within an office, such as copies of security surveys and inspection reports, excluding those maintained by the Bureau of Diplomatic Security. Includes OF-117, Notice of Security Violations, copies of security violation reports, OF-118, Record of Violation and related documents.		
Disposition:	Block annually. Destroy when 2 years old.		
DispAuthNo:	GRS 23, item 1	Date Edited:	4/1/1999
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A-23-020-04	Officer Working Files (Covers all offices except L/CID)		
Description:	Files maintained by or for individual attorneys consisting of extra or information copies of telegrams, memorandums, preliminary or rough drafts of communications, reports and other documentation.		
Disposition:	Review annually and destroy material no longer needed for current work assignment or project. This item DOES NOT apply to the Program, Subject, Country, Litigation, and other primary files of components of the Office of the Legal Adviser described on this schedule even if maintained in an individual's office.		
DispAuthNo:	N1-59-95-11, item 77	Date Edited:	4/1/1999
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U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

A-23-020-05 Reference Files

Description: Printed reports, special studies, internal instructions, information manuals, legislative publications and other documents used for reference purposes.

Disposition: Review annually and destroy material of no further reference value.

DispAuthNo: GRS 23, item 6

Date Edited: 4/1/1999

Legal Adviser for Political-Military Affairs

A-23-025-01 Subject and Country Files - Overall arrangement is by subject but subdivided by secondary subject, country, date, section of act or appropriate breakdown

Description: Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign military assistance, military applications of atomic/nuclear energy and space technology, disarmament, global military and all other related politico-military issues.

Disposition: PERMANENT. Transfer to RSC as space requirements and frequency of use dictate for transfer to the Washington National Records Center (WNRC). Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-11, item 49

Date Edited: 4/1/1999

A-23-025-02 Litigation Case Files - Arranged by name of case

Description: Cases relating to suits brought against U.S. armed forces and those brought by the United States involving international traffic in arms that violate the Arms Export Control Act. Memorandums, copies of regulations and legislation, and telegrams.

Disposition: Permanent. Retire to RSC 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 30 years after case is closed.

DispAuthNo: N1-59-95-11, item 50

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Legal Advisor for Legislation and Foreign Assistance (L/LFA)**A-23-026-01 Subject and Country Files**

Description: Telegrams, memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to foreign assistance, appropriations and authorization legislation, and all other related legislative issues. Files arranged by subject but subdivided by secondary subject, country, date, section of act, or appropriate breakdown. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to a records storage facility 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 25 years after case is closed.

DispAuthNo: N1-059-08-12, item 1 **Date Edited:** 11/12/2008

A-23-026-02 Litigation Case Files

Description: Cases relating to suits brought against U.S. related to appropriations or foreign assistance. Memorandums, copies of regulations and legislation, and telegrams. Files arranged by name of case. Recordkeeping medium is paper.

Disposition: PERMANENT. Retire to the records center facility 2 years after the case is closed. Transfer to the WNRC 10 years after case is closed. Transfer to the National Archives 25 years after case is closed.

DispAuthNo: N1-059-08-12, item 2 **Date Edited:** 11/12/2008

U.S. Department of State Records Schedule

Chapter 23: Legal Affairs Records

Legal Adviser for Arms Control and Verification L/ACV (also see L/NP-merged 5/2007)

A-23-030-01a **Subject Files.**

Description: a. Substantive files relating to specific subject or topic that establishes, discusses, or defines arms control and verification policy. May include memorandums, memorandums of conversation, policy papers and directives, proceedings of meetings, reports, copies of legislation, rules, circulars, notices and regulations, correspondence, copies of agreements, draft texts of agreements and treaties, and legal documents documenting legal advice and assistance provided on matters relating to arms control and verification. Arranged alphabetically by subject.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for five years after cut off and retire to Records Service Center. Transfer to Washington National Records Center when 10 years old. Transfer to National Archives 25 years after closure. (New item) (Ref N1-383-97-1, item 3a and N1-59-95-11, item 49)

DispAuthNo: N1-59-01-09, item 1a **Date Edited:** 10/4/2001

A-23-030-01b **Subject Files.**

Description: b. Electronic copies produced on electronic mail and word processing systems.

Disposition: TEMPORARY: Delete once recordkeeping copy has been produced. (New item)

DispAuthNo: N1-59-01-09, item 1b **Date Edited:** 10/4/2001

A-23-030-02a **Treaty Negotiation Subject Files.**

Description: a. Files contain duplicate copies of materials relating to the negotiations of treaties and agreements; working group proceedings; official copies of position papers and briefing books; analytical working papers; memoranda of conversation; Presidential decisions; talking points; planning papers; delegation lists; speeches; reports; meeting agendas; meeting minutes and other substantive records relating to arms control and verification. Arranged alphabetically by subject, or chronologically by negotiation round.

Disposition: PERMANENT: Cut off at end of calendar year. Hold in current file area for five years after cut off and retire to Records Service Center. Transfer to Washington National Records Center when ten years old. Transfer to National Archives 25 years after closure. (New item)

DispAuthNo: N1-59-01-09, item 2a **Date Edited:** 10/4/2001
